

Subject File**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)**Payment of Executive Dining Room Bill****FROM:****EXTENSION****NO.****DAD/PP/OF****DATE****615 Key Bldg.****18 April 1986****TO:** (Officer designation, room number, and building)**DATE****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)**RECEIVED** **FORWARDED**

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EO/DDA

21 APR 1986

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7D 18 Hqs.

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615 Key Bldg.

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DD/A Registry
86-0789

21 APR 1986

MEMORANDUM FOR: Financial Advisor
Central Employee Activity Fund Board

FROM:
Chairperson, Central Employee Activity Fund

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SUBJECT: Payment of Executive Dining Room Bill.

Attached is a bill from the Executive Dining Room charged to the account of James McDonald in the amount of \$365.54. This bill represents the cost of the farewell reception for the departing DDCI, John McMahon. I hereby approve payment of this expense from the Central Employee Activity Fund. Payment should be made to the Executive Dining Room Fund (EDR Fund) on or before April 30 in order to preclude interest penalties.

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ADMINISTRATIVE - INTERNAL USE ONLY

EXECUTIVE DINING ROOM
ROOM 6E2917 HQSJAMES MCDONALD
7D-24 HQSACCOUNT NUMBER:
STATEMENT NUMBER:
DATE: 86/03/31

STAT

THE EXECUTIVE DINING ROOM IS NOW LOCATED IN:
ROOM 2E20 HQS
EXT

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DATE:	UNIT DESCRIPTION	AMOUNT:	SURCHARGE:
	PREVIOUS BALANCE =	.00	
86/03/27	1 COCKTAIL PARTY	365.54	
* * * * * NOTE: CHECKS ARE PROCESSED THROUGH A KNOWN AGENCY ACCOUNT AT A LOCAL BANK. MEMBERS WHO DO NOT WISH THEIR NAMES ASSOCIATED WITH THE AGENCY SHOULD PAY BY CASH. * * * * *			

BALANCE NOT PAID BY END OF MONTH SUBJECT TO FINANCE
CHARGE. --- MONTHLY RATE: 1.5%, ANNUAL RATE: 18%

ACCOUNT STATUS:

365.54	0.00	0.00	0.00
CURRENT	30 DAY	60 DAY	90 DAY

NEW BALANCE = \$ 365.54
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